



**2014
Community Gardens Program
Plot Use Permit Application Form**

To enter the lottery for an available plot in one of the community gardens, please complete the information listed below and return it with the appropriate payment no later than 5:00 p.m. on Monday, March 17, 2014.

Contact Information:

Name (one name per form)	
Address	
City, State, Zip	
Telephone Number	
Alternate Number	
Email Address	

Instructions (Indicate Preference):

- Enter 1 for your first choice, 2 for your second choice, etc.
- If interested in only one garden site, enter 1 for that location only.
- Leave blank the site(s) and plot size(s) you are not interested.
- You will only be considered for plots noted on the form.
- Enclose payment based on the selected size of the plot.
- **Note: If you are unsuccessful in securing a plot through the lottery process, payment will be returned to you.**

Garden Site	Plot # If Applicable	Raised Bed	Medium ~200 sq. ft.	Large ~400 sq. ft.
Alton Baker		\$25.00	\$60.00	\$100.00
Amazon		n/a	n/a	\$100.00
Mathews		n/a	\$60.00	\$100.00
River House		n/a	n/a	\$100.00
Skinner City Farm		n/a	n/a	\$100.00
Whiteaker		n/a	\$60.00	\$100.00

Method of Payment:

- ☐ Check - please make checks payable to the City of Eugene.
- ☐ Cash - accepted only if delivered in person. Do not send cash in the mail.
- ☐ Credit card - provide information below (Visa and M/C only).
Card number _____ Visa ☐ M/C ☐ Exp. date ____/____/____

For Internal Use Only

Name	Telephone no.
Ticket #	Lottery placement #
Garden site	Plot #
Not available/wait list	Payment returned on:

Park Rule: 1.045 Community Gardens

1.045 COMMUNITY GARDENS

(d) Beginning February 15, the City will post garden plot availability and will start accepting Plot Use Permit applications. Permit applications must be accompanied by the Plot Use Permit fee as established by Administrative Order of the City Manager pursuant to section 2.020 of the Eugene Code, 1971. The City will accept Plot Use Permit applications until 5:00 p.m. on the third Monday of March. Except as provided in subsection (e), issuance of Plot Use Permits will be determined by lottery. The initial lottery will be drawn from a pool of City of Eugene residents. If plots are still available after the City-resident lottery is drawn, a second lottery will be drawn from a pool of non-City residents.

1. Individuals chosen by lottery to receive a Plot Use Permit will be assigned a plot based on the preferences stated on the application forms. Individuals receiving a plot assignment will be contacted by telephone and may choose to accept the garden plot; when a plot is accepted the permit issuance process must be completed within 10 days of notification. The permit issuance process is not complete until the individual has paid the non-refundable Plot Use Permit fee as established by Administrative Order of the City Manager pursuant to section 2.020 of the Eugene Code, 1971. If the permit issuance process for a new plot is not completed within 10 days of plot issuance notification, the plot may be reassigned.

2. Individuals not chosen by lottery will be placed on a waiting list. The waiting list remains effective for the current year; applicants on the waiting list that did not receive a plot must reapply the subsequent year.

Information on plot availability will be available by:

- Viewing the community gardens website at www.eugene-or.gov/communitygardens
- Visiting Public Works at 1820 Roosevelt Boulevard in Eugene
- Visiting one of the community gardens sites
- Calling 541-682-4800 or 541-682-4812

New gardeners should look at several garden sites before registering if requesting a specific location. Please note demand is high for garden plots, and the turnover rates are very low. In order to provide a process that is as fair as possible the Community Gardens Program will use a lottery process to determine the order of plot assignment and registration for available plots. Registration for new gardeners closes at 5:00 p.m. on Monday, March 17, 2014.

Names will be chosen by lottery on Monday, March 24, 2014, beginning at 8:00 a.m. and available plots will be assigned based on the preferences indicated on the registration forms. Individuals interested in observing the lottery process may attend. Individuals receiving a plot assignment will be contacted by telephone and may choose to accept the garden plot and complete the registration process within ten days of notification. If registration for a new plot is not completed by the deadline, the vacant plot may be offered to the next person on the waiting list.

The waiting list remains effective for the current year only. Those individuals who are not successful in obtaining a garden plot assignment for the current year must register again for the following year.

After all lottery registrants have been assigned plots, community gardens registration will continue on a first-come, first-served basis until remaining plots are filled.

If you have any questions about the lottery process, please contact us at 541-682-4800 or 541-682-4812.

Thank you for your interest in the community gardens program.